

FILE

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OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Support	30 NOV 1971	RJL
2	7 D 18 Headquarters		
3	Director of Personnel Rm 5E56, Hqs		
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
Guidance on office parties normally passed out orally thru staff meetings. HBC			
1 to 2 FLOWER SHOW COORDINATED WITH FIVE ARMS COM?			
11/30 - Mr. [ ] OP, phoned to advise that Mr. [ ] has a meeting scheduled with Mr. [ ] for 1 Dec at which subj will be discussed.			
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FROM: NAME, ADDRESS AND PHONE NO. 29 NOV 1971			
Director of Personnel 5 E 56 HQ [ ]			
UNCLASSIFIED	CONFIDENTIAL	SECRET	

FORM NO.  
1-67

237

Use previous editions

(40)

## DD/S Distribution:

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1 - DD/S Chrono, w/cy of Att

1 - DD/S Subject, w/cy of Att ✓

DD/S 71-4593: Memo dtd 29 Nov 71 for DD/S fr D/Pers, subj: 1971 Christmas Activities, w/its Att\*

71-4593

ADMINISTRATIVE

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29 NOV 57

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : 1971 Christmas Activities

1. This memorandum submits recommendations for your approval; such recommendations are contained in paragraph 2.

2. In planning for this year's yuletide season the following is recommended:

a. One 10 - 12 foot tree to be placed at the top of the stairs at the Main entrance of Headquarters Building; an 8 - 10 foot tree in South Cafeteria; a 6 - 8 foot tree in North Cafeteria; and a 3 - 4 foot tree in the Rendezvous Room. These trees will be appropriately decorated by members of various clubs of the Employee Activity Association. In addition, it is proposed that authorization be granted to purchase trees and decorations for the Ames and NPIC buildings and other Agency buildings as requested. The trees for remote buildings would be decorated by personnel located in the specific building. The total cost of trees and decorations is estimated at \$100.00 and would be paid from the Central Employees Activities Fund.

b. Individual offices be allowed to plan their own modest decorations, parties, etc., within the restrictions of applicable regulations and policies.

c. The Keynotes be allowed to sing carols at 12:15 p.m. on 15 December and at 12:45 p.m. on 16 December in the main lobby of Headquarters Building.

d. The Garden Club again be allowed to present a Christmas Flower Show featuring an array of attractive yuletide floral arrangements on 13 and 14 December in the DCI Portrait Corridor.

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e. A group of Agency employees plan to repeat the Agency Christmas Charity Program of 1970, providing boxes at Main, Southwest and Northeast entrances on or about 10 December for the deposit of toys, gifts, and food items. This committee desires to publicize the program with Bulletin Board Posters and Cafeteria table tents.

f. The issuance of an Employee Bulletin (attached) which sets forth the 1971 Christmas Activities.

*/s/ Harry B. Fisher*

Harry B. Fisher  
Director of Personnel

Att

The recommendations contained in paragraph 2 are approved.

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*/s/ John W. Coffey*  
Deputy Director  
for Support

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Date

Distribution:

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OP:ESD:

sa (18 Nov 71)

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TO	NAME AND ADDRESS	DATE	INITIALS
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	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
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**Remarks:**

Mr. Wattles approved issuance of the attached  
on 30 November 1971.

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FROM: NAME, ADDRESS AND PHONE NO.	DATE
Deputy Director for Support 7 D 18 HQ.	30 NOV 1971

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### 1971 CHRISTMAS ACTIVITIES

1. Official holiday decorations for the Christmas season will again be arranged by members of the Employee Activity Association clubs. Individual offices may also put up yuletide decorations in rooms, on doors, and in corridors within the limitations of good taste and applicable regulations and policies.
2. We wish to remind employees of the safety measures outlined in Chapter XVII of [ ] for the use of decorative materials and Christmas trees. For further safety guidance in the use of electrical decorations, employees may call extension [ ] or take the items to Room 1-J-45 Headquarters Building. Only masking tape may be used on doors and walls; cellophane tape, nails, tacks, or other fastening devices may not be used. Window sprays that permanently damage glass should not be used; directions on spray cans should be read carefully.
3. The Keynotes will sing carols in the main lobby of the Headquarters Building at 12:15 p.m. on 15 December and at 12:45 p.m. on 16 December.
4. A Christmas Flower Show featuring many attractive holiday season floral arrangements including a poinsetta display will be presented by the Garden Club on 13 and 14 December in the DCI Portrait Corridor.
5. Christmas Charity Program. Once again, a group of Agency employees will undertake a Christmas "sharing" program in which all employees may participate in gift-giving to the less fortunate in the area. Last year, a total of 736 gifts and 960 pounds of food was collected and distributed in the metropolitan area. The theme this year will be "Sharing is the warmest gift of all!"

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Around 10 December, decorated cartons will be placed near the Northeast and Southwest entrances and by the Christmas tree in the main front corridor of the first floor of the Headquarters Building. You are invited to place small gifts (such as toys, books, etc.) and canned food items in these cartons to be distributed to the poor and orphans to help make their Christmas a little more merry.

A few suggestions are offered:

- a. Each package or gift, except food, should be wrapped and labeled, i. e., boy 5 - 7 years, girl 10 - 12 years.
- b. Food should not be wrapped.
- c. If desired, specific charities may be designated; e. g., Barney Neighborhood House, Catholic Charities, Family Service, Senior Citizen Corps, Salvation Army, Settlement House, etc. If no donee is specified, gifts will be distributed at the discretion of the Christmas Charities Committee.

Gifts will be picked up each evening for distribution.

6. Cafeterias in the Headquarters Building will be closed on 24, 25, and 31 December 1971 and 1 January 1972. On 23 December, and during the period 27 through 30 December, the cafeterias will close at 3:30 p. m.; thus, no evening meals will be served on those dates. The Rendezvous Room will be closed from 27 through 30 December. The Ames Building Cafeteria will be open during normal hours except on 24, 25, and 31 December and 1 January. The NPIC Cafeteria will be closed on 24, 25, and 31 December and 1 January, and will close at 1:15 p. m. on 23 and 30 December.

DISTRIBUTION: ALL EMPLOYEES

Distribution:

0 & 3 - RCB/DDS for publication

✓2 - DDS

1 - D/Pers

1 - DD/Pers/SP

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OP:BSD:  (23 Nov 71)

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